

Town of Newfields
Town Hall Rental Agreement

The Town of Newfields, New Hampshire, a municipal corporation, with a principal place of business located at 65 Main Street, Newfields, New Hampshire (hereinafter referred to as "Town") hereby agrees to rent to: _____ (hereinafter referred to as Tenant")

Name _____

Address _____

Phone Number _____

The following premises:

The main hall (1st floor) of the Newfields Town Hall, 65 Main Street, Newfields New Hampshire including the rest room facilities located off the lobby of the first floor. Rear conference room (1st floor) shall not be utilized for private functions and will only be made available for town sponsored events with approval from the Newfields Board of Selectmen.

This agreement shall be subject to the following terms and conditions:
(Subject to Selectmen's approval)

1. The premises will be used by the tenant for the following function:

Date of function _____

2. Rental fee for function described above:
 - a. Non-Resident \$250.00 for non-alcoholic function plus a separate \$100.00 security deposit (which will be refunded upon a satisfied inspection)_____
 - b. Non-Resident \$350.00 for function with alcoholic beverages being served plus a separate \$100.00 security deposit (which will be refunded upon a satisfied inspection_____(refer to #7)
 - c. Resident \$75.00 for non-alcoholic function plus a separate security deposit of \$100.00_____
 - d. Resident \$150.00 for function with alcoholic beverages being served plus a separate security deposit of \$100.00_____ (refer to #7)
 - e. Town Organizations \$5.00
3. That Tenants and Tenants' invitees, representatives or employees, shall occupy the premises at _____ a.m./p.m. on _____, 20___. And vacate the premises at _____ a.m./p.m.

4. Tenant agrees to leave Function Hall premises in the same condition as they existed prior to the function described above, any damages occurring during the function described above shall be the responsibility of Tenant who shall pay for said damages, above and beyond the \$100.00 security deposit, in full upon demand by Town.
5. Size of function. The number of people anticipated to participate in the function described above are: _____. (Town Hall capacity 166 people).
6. The tenant shall be responsible, at its sole expense, to make necessary arrangements in advance of the scheduled function to engage a Newfields Police Officer to provide traffic and crowd control for such function. This requirement as it relates to traffic/crowd control can be waived by the Police Department at the discretion of the Police Chief only if the event has no alcohol on site.
7. A police detail will be **mandatory** at the sole expense of the tenant, for any event/function in which alcohol will be made available. Pursuant to NH RSA 179:5 Prohibited Sales, no alcohol will be made available to any persons under the age of 21 by the tenants, tenants invitees, representatives or employees. Anyone violating this statute will be subject to prosecution. Alcohol sales are prohibited on site. In the event alcohol is made available on site, the tenant will be responsible for ensuring its guests are not intoxicated and will assume liability for actions of its guests while on site. This requirement shall not be waived by the Policxe Department or the Newfields Board of Selectmen.
8. Insurance. At least ten (10) days prior to such scheduled function, the Tenant shall furnish to the Office of the Newfields Board of Selectmen written confirmation that the Tenant has secured adequate liability insurance covering such an event in an amount not less than \$500,000.00. In the event that alcoholic beverages will be consumed, or served, at such function, the Tenant shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such event, written confirmation that the Tenant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.00. That all liability insurance policies issued in accordance with this provision shall be subject to the prior review and acceptance by the Town Board of Selectmen, and shall also name the Town of Newfields as an additional insured.
9. That the Tenant shall make no alterations to the premises.
10. Landlord and Tenant acknowledge that the Landlord is not providing any foods, soft beverages or alcoholic beverages of any kind whatsoever and the Tenant shall be responsible for supplying those items the Tenant may choose.

11. The tenant shall indemnify and hold the Town of Newfields, its employees, agents and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above described function. In addition, in the event that the Town is required to respond to any claims of any nature arising in connection with the function or the tenant's use of the premises, the tenant agrees to pay to the Town all costs, fees, charges and attorneys' fees which may be incurred by the Town in regard to such claims.

12. This agreement shall be binding upon the parties, their heirs, successors or assigns.

13. If the application is made by a corporation the individual signing the application shall be responsible for the applied event as well as the corporation.

Town of Newfields

 Approved by the Newfields
 Police Department if serving
 alcohol

 Date

 Selectman

 Date

 Selectman

 Date

 Selectman

 Date

 Tenant

 Date

revised 01/30/2018

